

Information Technology

PowerPoint – Intermediate-Advanced

Speaker: Joan Temple

Course Summary

This one-day course is designed for users with a basic knowledge of PowerPoint who wish to enhance their presentations making them more interesting and professional. This includes using animation effects, photographs, sound etc.

17 September 09
Regus, Exeter

17 December 09
Lyngford House, Taunton

03 March 10
Buckerell Lodge Hotel, Exeter

What you will learn

- Bullet charts
- Organisation charts
- Graphs and charts
- Adding text to slides
- Tables
- Clip art
- Animation
- Creating a slide master
- Using different backgrounds
- Importing data from Word and Excel
- Selecting/grouping/ungrouping
- Moving and aligning objects
- Stacking, rotate and flip
- Typing text in shapes
- Using the drawing tools
- Adding to the clip art gallery
- Speaker notes
- Customising audience handouts
- Printing
- Presenting the show

Workshop Timetable

9.15am	Welcome and coffee
9.30am	Delegate introductions and explanation of the day Create a slide master Create a presentation with bullet charts etc
11am	Break
11.15am	Using graphics and photographs Add transitions and animation effects Import data from Word and Excel
12.30pm	Lunch
1.15pm	Manipulating objects Using the drawing tools Typing text in shapes
3pm	Break
3.15pm	Speaker notes and audience handouts Printing Presenting the show
4.30 pm	Close

About the Speaker

Joan Temple has many years experience in computer training at all levels, both personal and corporate. Prior to this she was a Senior Lecturer in Business Studies and Computer Training at colleges in Yorkshire and Devon.

Workshop Cost

£129 + VAT